

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR II -
Freight Transportation

SALARY GROUP: B18

DEPARTMENT: Manufacturing and Logistics Division - Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 09/02/2016

POSITION #: 024563

I. JOB SUMMARY

Performs moderately complex administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; assisting in evaluating program activities; and supervising the work of others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, implementing, coordinating, monitoring, and evaluating freight dispatching operations; assists in the development of program guidelines, procedures, rules, and regulations; and prepares and reviews reports on the effectiveness of program activities.
 - B. Assists in conducting inspections, program analyses, and reviews; monitors compliance with certification requirements, laws, regulations, policies, and procedures; coordinates and assigns drivers to trucks and trailer loads; and maintains information system records to provide tracking of location of loads, trucks, trailers, and equipment.
 - C. Confers with staff on program procedures, issues, and problems to include providing manuals, road maps, and information to drivers; and provides training and technical assistance in the program area to include methods for safe and prompt delivery of commodities, manufactured goods, and other freight.
 - D. Supervises the work of others.
 - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning trucking or dispatch operations experience.
3. Experience in the supervision of employees preferred.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of methods and techniques for dispatching trucks and trailers utilizing an automated system preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to develop and evaluate administrative policies and procedures.

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11. Skill to review technical data and prepare technical reports.

12. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, radio, dolly, telephone, and automobile.